



**DANCE THEATRE OF HARLEM
JOB POSTING
PRODUCTION MANAGER/LIGHTING SUPERVISOR
Status: Exempt**

Dance Theatre of Harlem, established since 1969, is a multicultural dance institution with an extraordinary legacy of providing opportunities for creative expression and artistic excellence and carries a solid commitment toward enriching the lives of young people and adults around the world through the arts.

Reporting to the DTH Artistic Director, the Production Manager/Lighting Supervisor oversees all production and technical aspects for Dance Theatre of Harlem Company and School theatrical performances. Also, serves as lighting supervisor for such productions overseeing all stage lighting requirements and stage looks for individual ballets as part of each complete performance on tour and locally, as well as for the DTH School theatrical presentations.

Responsibilities include, but are not limited to:

Essential functions

- Directs and advances all logistics for Dance Theatre of Harlem productions, including lighting, sounds and sets, and serves as liaison to all performance venues and guest designers. Also liaises with external contractors such as videographers/filmmakers, and television shoots. Participates in special projects including offsite productions as needed.
- Serves as Production Manager and Lighting Supervisor for all DTH Company performances, as well as DTH School performances (approx. 1-2 per year).
- Occasionally designs and executes lighting designs for special DTH projects including commissioned works by emerging choreographers or established choreographers seeking design guidance; and updating lighting designs of legacy ballets. This includes generating lighting plots, hook-ups, and cues, and artistically and technically realizing the lighting design.
- Leads the DTH Production Team working collaboratively with the Production Stage Manager, Wardrobe Supervisor and any additional production staff hired on an as needed basis.



- In collaboration with the Production Stage Manager, organizes and directs production meetings prior to all tour dates.
- Supervises and directs local union, nonunion and/or student crews, in each venue, for all load-ins, performances, and load-outs. Level of supervision varies from venue to venue.
- Has a working knowledge of IATSE rules and regulations.
- Reviews show/production/event information in advance and advise of any necessary changes.
- Plans/recommends local theatre schedules in conjunction with the Production Stage Manager or School Director (load-in, load-out, stage and rehearsal times, etc.) based on theatre requirements and contractual stipulations.
- Communicates the production requirements to each venue in anticipation of all pre-hangs and coordinate the local lighting crew and the in-house Technical Directors in advance.
- Participates in the yearly budgeting process as it relates to production needs for the year.

Lighting Supervisor Specific Functions

- Sets the specific lighting plot and line set schedule based on the DTH rep plot for each individual venue
- Properly documents for all dance production cueing, circuiting, dimming, addressing, and system configuration.
- Hang, focus lighting instruments, program, and operate the local stage lighting console and other lighting equipment as needed.
- Troubleshoot and resolve problems with stage lighting equipment.
- Maintains inventory control of all DTH lighting equipment and consumables.
- Maintains a safe and efficient workplace for all staff.
- Works independently as well as part of a team.
- Plans, prepares, purchases, and helps transport physical lighting materials (including but not limited to gels, gobos, lighting, and Production equipment, etc.) as needed.
- Provides feedback to DTH Artistic, School, and Production staff on improving the technical quality of performance.
- Drives rental car, cargo, or passenger van and up 14' truck as needed.



Required Qualifications

- A minimum of 5 years of professional experience with specific emphasis in stage lighting, 10 years of experience preferred in the performing arts, particularly dance, as a stage Lighting Supervisor and/or Production Manager.
- Educational background (College Degree required)
- Extensive experience with current stage lighting control technology and moving light fixtures.
- Experience with a variety of lighting consoles, especially ETC consoles.
- Proficiency in configuring network systems used by stage lighting control systems
- Ability to create, read and understand lighting plots and supporting paperwork.
- Proficient in Auto CAD, Vectorworks & Lightwright.
- Ability to call a performance in an emergency preferred.
- Supervisory, communicative, and training skills.
- International stage production touring experience a plus
- Assist with additional production needs as necessary.
- Ability to create and maintain a positive work atmosphere by communicating in a professional manner and maintain a professional attitude at all times.
- Eligibility to work in USA.
- Valid Driver's license and a clean driving record
- Valid Passport.
- Full COVID vaccination or any other mandated vaccination.

Physical Demands Summary

Must be able to perform all required functions of Production Manager/Lighting Supervisor including, but not limited to, transporting production bags, loading and unloading equipment, hanging stage lighting, stage striking, putting down Marley floors.

Terms and Conditions

- Full time for approximately 30-40 weeks yearly.
- Compensation: Salary is commensurate with experience ranging from \$1,400 to \$1,500 per week, payable bi-weekly and includes full fringe benefits package (medical, dental, vision, life, paid at 100% for entire year by DTH for single individual coverage.
- For all tour engagements, hotel, travel and a per diem will be paid.
- Pre-tax transit savings, 401-K savings account

Dance Theatre of Harlem is an equal opportunity employer.

TO APPLY

Send via e-mail, resume and cover letter to: humanresources@dancetheatreofharlem.org marking subject line: "Production Manager/Lighting Supervisor"

